

December 2014



Driver Education Bulletin

Updates for driver education providers and instructors

www.michigan.gov/sos

Secretary of State Ruth Johnson



Parent's Supervised Driving Guide and other new materials available now to parents and teen drivers



The materials provided to parents and their teens applying for a Level 1 License at a Secretary of State office will help better prepare them for challenges of the road. Car crashes are the No. 1 cause of death for teens between the ages of 14 and 18 in the U.S.

As noted in the May 9, 2014 memo, Level 1 License applicants and their parents are now given the Parent's Supervised Driving Guide (SOS-191) and the Your Probationary License brochure (SOS-215) at a branch office. These terrific resources provide lots of useful information to help train teens to make smarter and safer decisions when driving to lessen the chances of a car crash.

The log to track the supervised 50 hours of driving required for the Level 2 License is now found within the Parent's Supervised

Driving Guide. This great new tool gives parents a practical and detailed instruction plan to help their teens get the most out of the supervised driving requirement mandated by Michigan's Graduated Driver License laws. The guide also has information about the smart phone app RoadReady™ that may be downloaded to digitally track the practice hours.

Providers are reminded that other important documents also need to be distributed to students:

- Segment 1: What Every Driver Must Know (SOS-133) and the GDL Guide for Parents (SOS-383)
- Segment 2: Driving Skills Test Study Guide (SOS-360) Note: Make sure your students are aware that the driving log once found in the Driving Skills Test Study Guide has been moved to the Parent's Supervised Driving Guide.

All of these materials, plus other valuable information, can be found on the teen driver website at www.michigan.gov/teendriver.

Your responsibilities when it comes to vision screening and driver education

Good vision is essential to safe driving and it is important that you take the proper steps to ensure that your students are screened appropriately. The Department of State has dealt with several incidents involving students who successfully completed Segment 1, but failed the vision test at a Secretary of State office. All of the cases involved teens who needed to be fitted with a bi-optic device.

Please review all procedures related to vision screening and make any changes necessary to ensure that each student's vision is evaluated accurately.

When reviewing the vision screening procedures, make sure to:

1. Keep your Snellen Eye chart in a locked and secured location. Students should not be able to review the chart prior to taking the vision screening. Set up the chart only before its immediate use; do not leaving it lying about where it can be found by anyone. Some students with poor vision may try to memorize the chart in order to pass the vision test.
2. Refer students for a further vision evaluation by a physician, ophthalmologist or optometrist if you believe they do not meet the vision (or other physical) requirements required for driver education.
3. Never accept notes written by anyone other than a physician, ophthalmologist or optometrist. Only these medical professionals should certify that a student's eyesight meets the thresholds required for driving.



NHTSA impressed by Michigan's driver education program



Earlier this year, the state of Michigan invited a team of driver education experts from across the country to evaluate the state's driver education program.

This peer review provided feedback on the program as compared to the national standards (Novice Teen Driver Education and Training Standards).

The assessment was facilitated by the National Highway Traffic Safety Administration and

funded by the Michigan State Police Office of Highway Safety Planning. This was a huge undertaking for the staff of the Driver Education Section because they had to prepare a large compilation of materials for the

experts to review prior to arriving in Michigan.

The review team was in Lansing during the week of April 28. A panel of presenters was assembled by the Michigan Department of State and Office of Highway Safety Planning. The review team listened to 28 driver education and traffic safety experts make 10-minute presentations during 15 sessions throughout a two-day period.

The review team then compiled a report that they presented to the Department of State with recommendations for improvement and recognition on areas of accomplishment. Overall, the team was very impressed with Michigan's driver education program. You can find the Michigan Driver Education Assessment Final Report and a related Secretary of State press release on the Driver Education Providers and Instructors Web page.

The pink permit for parents

Parents seeking ways to increase the driving practice time with their teen driver should be encouraged to think "pink." Michigan law [MCL257.306(4)] allows the state to issue a "parent driving permit" to allow teen drivers in Segment 1 to get additional practice time with a parent or guardian. The permit, which is printed on pink paper, may be issued only if a student meets the physical requirements prescribed by law for the operation of a motor vehicle. Please make sure all instructors understand the following about the parent driving permit and its use:



- **Providers are responsible for the security of the permits.**
 - ◆ Limit access to the template and the printed permits to staff that need access and allow access only when necessary.
 - ◆ Print the permits on pink paper to distinguish them from other documents.
 - ◆ Number the permits and monitor your inventory closely for any losses.
 - ◆ Fill in all required information (typing is recommended).
 - ◆ Permits should be collected at the end of class.
- **Accurately record the following information in a permit issuance log.**
 - ◆ Name of the student.
 - ◆ Permit number.
 - ◆ Issuance date.
 - ◆ Expiration date.
- **Involve parents.**
 - ◆ Apprise them of the availability of the permit.
 - ◆ Inform them of the permit's purpose.
 - ◆ Obtain permission from a parent to issue the permit.
 - ◆ Encourage parents to contact their insurance company to see if the student is covered.
 - ◆ Give parents a progress report before issuing the permit and updates while the permit is in use.
- **Educate the parents on their role, including but not limited to the following.**
 - ◆ Where and when the student should get additional driving time.
 - ◆ How parents can reinforce the instruction the student has already received.
 - ◆ A student should not attempt a driving task that has not been introduced to them in class.
- **Educate the student and parents of the permit restrictions.**
 - ◆ The permit is valid only during the period the student is enrolled in a Segment 1 class.
 - ◆ The permit may only be used by the student when accompanied by a licensed parent, licensed legal guardian or accompanied by BOTH a non-licensed parent or legal guardian and a licensed adult.
 - ◆ Parents may not designate another adult to ride with the student unless the parent or legal guardian is present.

Renewing your provider and instructor certificates online

Driver education instructors and providers have the option to renew their certificates online at www.michigan.gov/sos. This is a simple and convenient way to renew your certificate. Avoid the difficult, time-consuming and costly process of filing a new, original application because you did not renew your current certificate on time.

Here is what you can expect when your certificate expiration date is approaching.

- 90 days before your certificate expires: An email will be sent to the email address for you on file, notifying you of your certificate's expiration date. (This is a good time to remind you to make sure your contact information on file with the Business Licensing Section and the Driver Education Section is up-to-date.)
- 60 days before your certificate expires: A renewal application is mailed to the address on file for you. This form has directions to complete your renewal online or by mail. Save yourself some headaches and complete the renewal process BEFORE your certificate expires.
- The day after your certificate expires: If you have not renewed your certificate, the status of your certificate automatically changes to "expired" and you have 30 days to submit your completed renewal application before your certificate becomes inactive. You cannot offer any instruction while your certificate is expired. Once your renewal is processed, a new certificate will be issued, allowing you to provide instruction.
- 30 days after your certificate expires: The status of your certificate will automatically change to "inactive" if you have not renewed by this time. You will need to submit a new, original application in order to reactivate your authorization to provide instruction.

Your certificate must be renewed every two years. Instructors must complete a new medical examination report that is no more than 90 days old when they submit their renewal application. Remember, when renewing online, the medical examination report cannot be attached to the online renewal. It must be faxed to 517-335-2810, emailed to licensing@michigan.gov or mailed to the Business Licensing Section at 430 West Allegan Street, Lansing, Michigan 48918.

Providers and instructors also must complete a fingerprint-based criminal history background check every four years (or with every other renewal).





To train or not train foreign exchange students, that is the question . . .



“Is a foreign exchange student allowed to take driver education?”

That question is frequently posed to the staff in the Driver Education Section. So, what is the answer?

According to the Driver Education Provider

Manual (Section 7; page 124), foreign exchange students are allowed to take Segment 1 in driver education, but they cannot be issued a certificate of completion, nor can they advance to the Level 1 License.

This information must be clearly communicated to the student and host parents prior to finalizing the contract and it should be reinforced with the student whenever licensing information is discussed in class.

Since a foreign exchange student would not be eligible for a Level 1 License, you shall NOT issue a Segment 1 certificate of completion. You may provide a letter on school letterhead describing the instruction the student received in Segment 1 if requested by the student or host parents.

Driver Education Section staff updates

There have been some recent changes to staffing in the Driver Programs Division, Driver Education Section. Long-time manager Greg Lantzy retired. Emily Davis joined the section as a driver education analyst. Davis has several years of experience processing driver education provider and instructor applications in the department's Business Licensing Section.

The roster of Driver Education staff is as follows:

Driver Education Section staff

- Allan Harns, Senior Analyst
- Emily Davis, Analyst
- Barbara Malone, Analyst
- Thomas Bryant, Acting Manager

Other Driver Program Division staff involved with driver education

- Deb Harrison, Executive Secretary
- Kirk Ferris, Division Director
- Driver Testing Section analysts occasionally provide field support

To contact Driver Education Section, call 517-241-6850 or email DriverEd@michigan.gov.

Check the SOS website before you call

Don't forget to regularly check the Secretary of State website at www.michigan.gov/sos for updates, information and answers to frequently asked questions. Essential resources, such as the revised Driver Education Provider Manual, driver education laws and regulations, inventory certificates and material order forms, and the online certificate renewal system are easily accessible with just the click of your mouse.

Some of the more recent resources available are the Michigan Driver Education Assessment Final Report and the free Office of Highway Safety Planning traffic safety materials

This information can be found under the Spotlight heading on the Driver Education Providers and Instructors Web page. Also, make sure to tell your students about the Teen Driver website (www.michigan.gov/teendrivers).

Keep in touch to stay up-to-date

Keeping the department up-to-date with your contact information is vital. For example, program names and address changes are submitted with the DES-027. The Secretary of State website has all of the forms necessary to ensure all of your program-related information is correct.



Can't find the form you are looking for? Email DriverEd@michigan.gov to request it.

Notify the Driver Education Section in writing of any changes to the following:

- Addition or removal of STS knowledge test users
- Addition or removal of instructors

If any of the following information changes, please notify the Business Licensing Section in writing:

- Address
- Phone and fax numbers
- Email address
- Organization name or business structure
- Organization owner, partner or designated representative
- Addition or removal of classroom locations and ranges

Business Licensing Section Richard H. Austin Building 430 W. Allegan St. Lansing, Michigan 48918 Licensing@michigan.gov	Driver Education Section Richard H. Austin Building 430 W. Allegan St. Lansing, Michigan 48918 DriverEd@michigan.gov
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Look for the red envelope to subscribe to the Teen Driver Updates newsletter

The Teen Driver Updates e-newsletter is an educational tool that uses today's digital technology to provide interesting facts and resources to teens and parents. Providers and instructors will also find the newsletter useful. To subscribe, click on the red envelope found at www.michigan.gov/teendrivers.